

Nevada State Library Archives & Public Records CE Registration Fee Reimbursement

The goal of continuing education is to provide excellent, well-trained staff in every Nevada library, whether public, academic, special or school. Continuing education programs address the needs to hone staff expertise, foster professional development, broaden public awareness and ultimately improve library services.

Continuing education events in Nevada often require registration fees. To provide library staff equal opportunities for educational opportunities, LSTA funds will be utilized to reimburse registration fees. All proposed training must meet one or more of the LSTA program criteria. Please confirm eligibility of your training for funding prior to submitting the application by contacting Robbie DeBuff at 702-755-8065 or rdebuff@admin.nv.gov.

Purpose

The registration fee must be used for physical attendance at trainings within the state of Nevada or for online continuing education courses. It is intended solely for continuing education: any training or classes that one takes for updating knowledge and skills after completing formal education in the library field. Continuing education is an organized event sponsored by a unit or individual that provides activities for the participants such as enrichment experiences, workshops, short courses, or training. It may not be used for conference registration fees, credit courses or core courses which apply to or may lead to Nevada's Librarian Certification or to an academic degree. Only registration fees are applicable.

Local funds

The applicant's library must certify that funds are not available in the library's budget for registration fees to fund a staff member's attendance at the training opportunity.

**Outcome Based
Evaluation**

Applicants will be required to provide outcome/s for what they expect to gain from the training as part of the application process. In your evaluation, you can identify a learner outcome or choose one from the following list:

- Knowledge of language, communication, informational, and educational needs of library clients who are the focus of the program;
 - Critical information needed to better meet student/client needs in a variety of regular library and/or informational settings;
 - Knowledge and resources for serving clients with special library needs (identify these needs);
 - Understanding of the importance of collaboration with colleagues, partner organizations, and individuals who are part of the target group;
 - Awareness of diverse needs of clients with disabilities;
 - Understanding of multicultural and multilingual considerations;
 - Familiarity with a network of resources including professional and consumer associations, websites, listservs, and networking acquired through online discussions.
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Submit the following

- Completed application form with appropriate original signatures.
- Certification that the funds to pay for registration are not available in the library's budget.
- A copy of a training brochure or similar material which describes the training event.
- A "Vendor Registration" form with the State of Nevada must be on file in order to receive registration fee reimbursement.
 - If an individual does not have a "Vendor Registration" form on file or has changed addresses, a form must be submitted with the application for registration fee money.

Date due Grant applications must be received by the State Library no later than 21 business days prior to the proposed activity.

Reimbursement process

- The registration fees are paid on a reimbursement basis and the fiscal limit per grant year is \$500 per applicant.
- When claiming reimbursement for registration fees, the same address must be used on the reimbursement form as was filed with the State of Nevada on the "Vendor Registration" form.
- Once the event has concluded, in order to begin the reimbursement process the applicant must submit to the State Library Archives & Public Records a Registration Fee reimbursement form.
- This form must be accompanied by an evaluation from the participant. The form is located at <http://nsla.nv.gov/Development/TraveltoTraining/>.
- Reimbursement for registration fees will be dependent on receipt of an evaluation of the event.

LSTA/IMLS Guidelines	Registration Fee Reimbursement is sponsored by the Nevada State Library, Archives & Public Records with funds from the Library Services and Technology Act from the Institute of Museum and Library Services. All proposed training must meet one or more of the current LSTA priorities. Please confirm eligibility of your funding for training prior to submitting the application by contacting Robbie DeBuff, contact information below.
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Send the application packet to:

Robbie DeBuff, Library Consultant
 Nevada State Library, Archives & Public Records
 6655 W. Sahara, B200
 Las Vegas, NV 89146

If you have any questions, please do not hesitate to contact Robbie DeBuff at 702-755-8065, or rdebuff@admin.nv.gov.